

**COLUMBUS PARKS AND RECREATION  
BOARD MEETING MINUTES  
THURSDAY, MARCH 13, 2014  
12:00 NOON**

Present: B. Russell, M. Tucker, N.A. Brown and David Jones

Councilman D. Bunch, K. Buck, M. Caldwell, J. Clark, S. Forster, G. Griffin,  
J. Logston, J. McClure, J. Sargent, J. Sims, J. Sargent, J. Brinegar, C. Fry,  
C. Ritz, S. Sasse, P. Senn, B. Wagner and C. Brummett

President B. Russell called the March 13, 2014 meeting of the Columbus Park Board to order.

Subject: Approve minutes

M. Tucker made a motion to approve the minutes of the February 6, 2014 meeting of the Columbus Park Board as distributed. D. Jones seconded. Motion approved.

Subject: Approve park user fees

J. Brinegar noted that every year we come to the Park Board for approval of fees as required by the State Board of Accounts. He reviewed new fees for 2014 which he pointed out were mostly due to new classes or changes in the number of sessions. Fall youth soccer fees increased but a discount is being offered for signing up early. Skate classes will also have a higher fee with a discount for registrations done before the session begins. The fee for large ice rental will also be increasing by \$10 per hour. B. Russell said it is nice to see new programs. J. Brinegar said Kathy and Carleen are trying new things. N.A. Brown made a motion to accept the 2014 Park User Fees as presented. M. Tucker seconded. Motion approved.

Subject: Approve East Football Stadium Site Plan application

J. Brinegar reported that the school corporation is planning to do some work at the East Football complex. We currently have a long term lease with BCSC for the property. We do the maintenance on the property. The site plan application needs to be approved by the Park Board before it is presented to the Plan Commission. B. Russell asked if they pay for this lease. J. Brinegar said they do. B. Russell asked if there was a site plan to look at. J. Brinegar asked the representatives from BCSC to explain the project to the Park Board. K. Buck from Christopher B. Burke Engineering provided a map of the area and described changes planned for the facility (new restrooms, concession and bleachers). B. Russell asked if there were any questions. D. Jones said being an East grad; he is excited to see these changes. He expressed concern that he had not received the information prior to meeting to have the opportunity to look at it ahead of time. To be able to comment, he would like items far in advance of the meeting going forward. B. Russell asked when the minutes were received. D. Jones said he got them when they were distributed. B. Russell suggested if there were any questions in the future, feel free to e-mail or call him or staff. B. Russell asked if there were any further questions or comments. M. Tucker made a motion to accept the BCSC site plan application for the East Football Stadium for Park Board signatures as requested. N.A. Brown seconded. Motion carried.

Subject: Amendment to the Salary Ordinance

J. Brinegar said the Amendment to the Salary Ordinance is for a job title change only to describe what this position actually is. There is no change in the salary range, just the job title change from Hamilton Center Operations Manager to Assistant Athletic Team Leader. B. Russell asked if the name change reflects more accurately what the current position is doing. J. Brinegar said it does. D. Jones made a motion to approve the Amendment to the Salary Ordinance as presented. N.A. Brown seconded. Motion approved.

J. Brinegar said, as a follow up, the Mayor has asked that Park Board approve us advertising the 3 positions that we have open so they can be filled. He said the open positions are the one discussed today, a position at FFY approved last month and a laborer position in operations. He said in previous administrations, the only time we needed to get Park Board approval was if it was a new position. If we were backfilling a position, there was not a requirement for Park Board approval. B. Russell asked what they would be approving today. J. Brinegar said now the Mayor has asked the Park Board to approve us back-filling these positions. N.A. Brown asked if he was saying any position now has to be submitted to the Mayor for approval to fill before submitting to Park Board. J. Brinegar said that was what was required during the past year. J. Logston said the Mayor is looking at current positions to see if a position is needed. This has been her process over the past 2 1/2 years city-wide. He said she is looking to see if there is an opportunity to be more efficient. When a position is being filled it is an opportune time to assess. M. Tucker said she feels the park department has the best feel for what is needed. D. Jones said we do need to ask Jamie if the position is needed. M. Tucker asked Jamie if the positions were needed. J. Brinegar said they were. B. Russell asked if the public forum is the right forum to have this discussion. J. Logston said maybe not in the public forum. The vast majority could occur outside the public forum. N.A. Brown asked if he was saying that the board has not reviewed any open positions in the past. J. Logston said you may have done it informally with Ben or Jamie in the past. B. Russell said that has been done in an informal way in the past. Can that occur as it has been done in the past? J. Logston said it can be done in an informal way as was done in the past. If there is a desire to discuss among you, that can be done. M. Tucker said she felt no need to discuss publicly. B. Russell asked if there was any action required. J. Logston said if the Park Board has discussed and feels fine, there is no action needed.

Subject: Columbus in Bloom MOU

M. Tucker made a motion to table the Columbus In Bloom MOU to the April meeting per staff request. N.A. Brown seconded. Motion carried.

Subject: Approve claims and payrolls

B. Russell asked if there were any questions regarding the claims or payroll. D. Jones asked if he wanted to look at the claims, where can they be seen. J. Brinegar said, as mentioned last meeting, you can come to Parks & Rec and they will be available. N.A. Brown made a motion to approve the claims and payrolls as submitted. M. Tucker seconded. Motion carried.

Subject: Golf Course Agreement Update

J. Brinegar said per the contract with S. Cohen LLC, he provides us with information on receipts from the prior year, a certificate of Insurance and copy of his current PGA membership. J. Brinegar said that the weather in 2013 significantly impacted the rounds played just as it did with attendance at the pool. 2014 will be the last year with the current contract. J. Logston and Jamie have discussed the contract. We will be checking to see if S. Cohen is interested in extending his contract. He will involve Park Board in this process to the degree that they are interested. B. Russell asked if there is an inspection of grounds and equipment. J. Brinegar said Park Operations checks the equipment each year. They also check the grounds on a regular basis. D. Jones asked who replaces equipment as items are taken out of service. J. Brinegar said Steve does and then they become his property. Overall, the golf operation is going along pretty smoothly.

Subject: Hamilton Center Project Update

B. Wagner distributed a layout of Hamilton Center which showed improvements planned for the facility. He said thanks to the great fundraising done by J. Henderson, many improvements to the facility are being funded through the \$1 million dollar (plus) that has been raised. Lighting

fixtures to be installed will be "true" to the original lighting except they will feature more cost effective LED lights. The entryway will have carpet appropriate to the facility. Flooring currently is original to the rink. New flooring will be installed around both rinks and in the locker rooms. There will be a storage area added. Dasher boards have already been replaced through donated funds. The event's room will get new flooring, a skylight and restrooms. That room is used for many things. The Iceman locker room will be renovated as well. B. Russell asked if all this would be completed with donor dollars. B. Wagner said it would. B. Russell asked when it would be completed. B. Wagner said we are unsure of the specific date at this time. B. Russell asked if the questions raised about the architectural design had been resolved. J. Brinegar said Louis Joyner reviewed the plans initially and made some recommendations. Some of those recommendations were accommodated by S. Risting. They met with the architectural group yesterday and Louis recommended saving as many of the original light fixtures as possible instead of buying new. S. Risting is doing that. L. Joyner voiced concern about a second entrance. The current plan is for an existing door to be used. There will be no changes to the granite wall. D. Jones asked if the terrace would be re-purposed. B. Wagner said there will be some changes for accessibility. J. Brinegar said a lot of ADA updates are being done. The events room will have ADA accessible features. M. Tucker said she is looking forward to seeing it when it's done. N.A. Brown asked where the Pro Shop would be located. B. Wagner said it would be on the right side of the office. D. Jones asked if the second entrance is ADA compliant. J. Brinegar said it is. B. Wagner said the sidewalk will be widened. D. Jones asked about signage. B. Wagner said they are getting all new signage. N.A. Brown asked about the status of the roof. J. Brinegar said it is about 97-98% complete. They are working on the corners of the roof right now. N.A. Brown asked about the estimated time to complete. C. Fry said they are estimating completion in about a month with good weather.

Subject: Donner Roof Project update

J. Brinegar reported that quotes have been received for the Donner Roof Project. D. Doup and J. Logston are planning to meet to discuss the quotes. B. Russell asked if it looks like we will be able to afford doing some of the mechanical and structural items discussed. J. Brinegar said they are unsure at this point. He thanked Jackson Sargent for his help by hooking them up with the U.S. Communities purchasing program to allow purchases at a discount. B. Russell asked about the timeline for the project. J. Brinegar said after J. Logston and D. Doup have met and reviewed the quotes and Jeff gives the okay; we may need to schedule a special Park Board meeting to approve the quotes. We are looking at doing the work before the pool opens in June. He said staff has been painting in the Donner Pool Locker Room. He invited Park Board members to stop by and see the paint job. It looks great!

Subject: Indianapolis Road People Trail Project

B. Wagner displayed a map to the trail area near Indianapolis Road noting that we have a wash out in that area and it would be great to move the trail further away from the river. B. Russell asked if that funding was what has been included in the capital budget. B. Wagner said it is. He said Strand is working on options to solve this situation. N.A. Brown asked if we should dump rip rap in now as a protective measure. J. Brinegar said we can't without DNR approval. B. Wagner said we can do it with an emergency approval from DNR. N.A. Brown said rip rap is expensive but not doing it would be even more expensive. J. Brinegar noted that Strand is moving as fast as possible. N.A. Brown said this is an emergency. We should at least request approval of emergency measures from DNR. B. Wagner said that it is good that it is near the bridge abutment.

Subject: EAB Update

B. Wagner said the Emerald Ash Borer is in Bloomington. Ash trees will be about 100% decimation if not treated. He provided information to the Park Board from Purdue and DNR

about how trees can be protected if treated. At first our department was thinking about doing a treat/replacement program. We have since determined that treatment is the best way to proceed. There are a significant number of ash trees in the Parks. We will only look at saving the healthy trees. J. Brinegar presented options for treatment. He said we have 424 ash trees and the first option we looked at was removal but the next option (with recommendation by staff) is to treat those trees worth saving. We would plan to treat 212 trees this year and 212 next year. B. Russell asked if there is an end date to the treatment process. B. Wagner said it is a 12 year process. J. Brinegar said we may be able to use a 3 year treatment cycle. We don't want to lose 424 mature trees. N.A. Brown asked about other groups such as BCSC. B. Wagner said they have addressed their properties. We are looking at city trees. We have not looked at street trees. C. Ritz said the City of Ft. Wayne spent \$4M in one year to try to combat. J. Brinegar said the department will be hosting an IPRA meeting on May 7<sup>th</sup>. He invited Park Board members to attend noting that there would be a presentation on EAB during the meeting. B. Russell asked if we are starting treatment this spring. B. Wagner said treatment would begin this spring. N.A. Brown asked if we are working with the Planning Dept. in terms of changing their recommended planting list. B. Wagner said they have done that. D. Jones asked if the treatment amount is being budgeted perpetually. B. Wagner said it was not. J. Brinegar said even though this is not a capital item, we will be seeking quotes from 3 sources and moving forward.

Subject: Credit Card purchases

J. Brinegar reported that when credit cards are used for food products, food for volunteers and purchasing concession supplies, it is approved by the manager for the area, then by J. Brinegar, next the Clerk Treasurer and then by the Park Board. If at any time a purchase is deemed inappropriate, it becomes the responsibility of the purchaser. B. Russell said the city is working on a purchasing policy and the Park Board wanted to provide guidelines on how we want to proceed in doing our business by providing checks and balances for our staff so they are confident in proceeding. We are not looking at anything more than providing info. D. Jones asked who has credit cards. J. Brinegar said he can provide the names noting we have reduced the number with cards from 19 to 13.

Subject: Department financial reports

J. Brinegar reported it was a typical February for us. We expect the first tax draw in May. Right now we have a 5 month reserve. February 2014 expenses were higher than February 2013 mainly due to bad weather resulting in the need to purchase a lot more salt.

February was a good revenue month for the Non-Reverting Fund partly due to a payment by BCSC and many baseball registrations that were taken. He reviewed the income and expenses for the General Fund and Non-Reverting Fund for February. He noted that the Non-Reverting Fund, as a whole, is up \$22,756 for the year. N.A. Brown asked if a payment schedule has been worked out with BCSC. J. Brinegar said Mark has worked that out with BCSC.

J. Brinegar reported the Commons budget is right where we should be for the year. Revenue to date is very pleasing. Subway and Puccini's are both up to date on lease payments. Staff is looking forward to the opening of Jordy McTaggarts. Rental receipts are already at 25% of expected rental income. At this point, there are only 2 Saturdays open for 2014. There will be a new event at the Commons during spring break next Fri., Sat. and Sun. called Spring Break Bounce.

Subject: Board comments

N.A. Brown said because of questions that came up at the last Park Board meeting she asked J. Brinegar to provide a listing of all current staff (without wages listed) for Park Board to approve at today's meeting. She noted that when the open positions are filled they will be

approved and added to the list. J. Logston said the Park Board would be ratifying the current employees. D. Jones asked if they still needed to go through the list of employees and identify administrative officers. J. Logston said moving forward, we will do that. N.A. Brown made a motion to ratify the employees per the listing (of 3/13/14). D. Jones seconded. Motion carried.

N.A. Brown said that J. Logston provided a copy of the Park Board duties as they relate to State Statute. She requested that they be made a part of the operating procedures for the Park Board and be included with today's minutes. D. Jones asked if that was necessary. N.A. Brown said she wanted it in the permanent file so there is no question on how things are done in the future. B. Russell said it is board consensus that this will be part of the procedures.

D. Jones said he had questions and comments. He said last month it was reported that an attorney had been hired by City Council to review the removal of B. Wagner as Director. He asked if the review has been completed. D. Bunch said it is a bit more complicated and it may take a little longer. We don't want the issue rushed. He expects the opinion will be received soon. D. Jones indicated that he thought that City Attorney had this right all along. Based on his belief, he asked that City Council change the salary range back so the position can be filled. D. Bunch said the attorney is still working on it. He said D. Jones would get an answer as soon as we get it. D. Jones said he would like to see a resolution before the next meeting. D. Bunch said they want to get answers and want them in writing.

There being no further business, President B. Russell adjourned the meeting.

Respectfully submitted,

---

B. Russell, President  
Columbus Park Board

---

N.A. Brown, Secretary  
Columbus Park Board

---

J. Brinegar, Director of Business Services  
Parks and Recreation Department